



## City of Austin - JOB DESCRIPTION



### Assistant Director, Fire

<b>FLSA:</b>	Executives/2	<b>EEO Category:</b>	(10) Official/Adm
<b>Class Code:</b>	10845	<b>Salary Grade:</b>	E00
<b>Approved:</b>	October 24, 1997	<b>Last Revised:</b>	January 27, 2012

#### Purpose:

The position reports to the Fire Chief, managing administrative activities for the Fire Department, including the effective delivery of support services in the program areas of business process and business technology development, finance, budget, purchasing, accounting and contract compliance.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Serves as a member of the Department Executive Team to plan, develop, recommend, resolve and implement executive level policies and procedures, analyze business needs and address issues from the Assistant City Manager's office; including but not limited to development, fiscal accountability, policy development, and consultation, data analysis reporting and special projects.
2. Oversees, develops and implements short and long range plans and strategies, objectives related to the Support Services Division, determines appropriate service and staffing levels to ensure continuing efficiencies to maximize returns and increase productivity.
3. Oversees and directs division activities and personnel that provide administrative, managerial support, fiscal management, project planning and prioritization for purposes of evaluating performance of department objectives or to determine areas of potential cost reduction, program improvements or policy change.
4. Develops budgets, forecasts and financial results to guide management decisions. Provides leadership, planning, development, and training to department management personnel for the support services capital budget, ensures adherence to budget guidelines, and prepares operational budget proposals for purposes of maximizing or increasing budget efficiencies.
5. Negotiates, approves contracts or agreements with suppliers, distributors, federal or state agencies, or other organizational entities.
6. Provides oversight of Business Technology functions, including coordination of hardware, software and technology upgrades and purchases.
7. Develops and establishes policies and procedures, ensures adequate execution, compliance and updates.
8. Represents the department by communicating and interacting with internal and external agencies, including serving on citywide task forces, various boards, commissions, councils and committees.
9. Responds to and resolves sensitive inquiries, complaints, and issues from both internal and external sources.

#### Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling and recommendation for dismissal.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of business and management principles and practices.

Knowledge of Federal, State and Local laws.

Knowledge of city practice, policy and procedures.

Knowledge of supervisory and managerial techniques and principles.

Knowledge of fiscal planning and budget preparation.

Knowledge of public relations, marketing and public information concepts and practices.

Knowledge of research techniques, methods, and procedures.

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skill in developing and implementing long-range plans to meet the needs of the City.

Skill in the analysis and interpretation of department issues.

Skill in training, mentoring and coaching staff.

Skill in operations forecasting and strategy design and implementation.

Skill in projecting, long-range goals for facility usage and expenditures.

Skill in communicating effectively orally and in writing to include public speaking

Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Ability to establish and maintain effective communication and working relationships with City officials, representatives of business and governments, employees and the general public.

#### Minimum Qualifications:

Graduation from an accredited four (4) year college or university with major coursework in Business Administration or related field, plus four (4) years of related experience, two (2) years of which were in a managerial capacity.

**Licenses and Certifications Required:**

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.